



Social
health &
wellbeing



Securing the right job

Around 770,000 people are employed across the UK automotive sector¹. Employment in the sector grew 3.5% in 2015.

If you are looking to change jobs, find a new job or want to start a career in the automotive sector, here some hints and tips to help you find the right job for you and to make yourself attractive to employers.

Finding your next job

There are lots of ways to find a new job. You will need to be pro-active. Check out the jobsites for vacancies and post your CV as well. You can also set automatic alerts so jobs can be matched to your CV and experience and sent to you daily, so you don't miss opportunities. BEN has recently launched a job-board for the automotive sector: www.ukautomotive.jobs.

Register with recruitment agencies in your specialism and keep checking their vacancies.

If there are specific companies you'd like to work for then find out if they have any vacancies. If they haven't you can send a speculative application to the HR department. This should include a covering letter and your CV tailored to the company. HR departments tend to keep good applications on file for when vacancies arise.

¹ Society of Motor Manufacturers and Traders – Motor Industry Facts 2015

Job Centre may also have a list of vacancies. Depending on the kind of role you are looking for you may also want to check out LinkedIn and Glassdoor (Glassdoor is a kind of Tripadvisor for companies).

The "hidden" job market equates to about 70% of vacancies, so talk to family and people you know who are working in the industry. Don't be afraid to say you're trying to get into this line of work and could they let you know of any vacancies that might be internally advertised. Ask for the name of the person to send your application and CV to!

CV writing

Your CV should list a number of basic things: Your contact details (mobile phone number, landline, postal address and a sensible email address - avoiding nicknames/sporting references/inappropriate words), summary, skills, employment history (starting with your most recent employer) and finishes with your education history. There are lots of CV templates available on the internet that you can adapt to your own style.

Keep it simple. Employers or recruiters get hundreds of CVs in for jobs and you need to stand out from the crowd. Not through gimmicks, but through a CV that is easy to read, lists your relevant skills at a glance and includes a synopsis of your skills (in bullet points) and abilities.

Make sure that you check your CV for grammatical and spelling errors, as these are one of the first reasons why people are not selected. Perhaps ask someone else to look it over to suggest ways to improve it.

One size doesn't fit all. Check the job description and adapt your CV to match the requirements. This may just involve re-ordering your skills to put the relevant ones at the top or using different achievements within your employment history.

Make sure that your LinkedIn profile and your CV enhance each-other and that you are using the right keywords in your LinkedIn summary to be found by potential employers.

Interview tips

There are several types of interview; telephone, 1-2-1, panel, competency and trade tests:

- **Telephone:** take the call on time, ensure you speak clearly and are in a quiet place to take the call, do your homework - see below. Even though they can't see you sit as if they can see you smile, and interact as you would on a face to face, as this will be conveyed over the telephone.
- **1-2-1:** this is a face to face interview with the prospective employer. Behave in a friendly and courteous way. Remain calm, people want to see the best you, and you will impress if you remain calm, think about answers before you give them and come prepared with your own questions.
- **Panel:** these can be a little daunting as three to four people may be on the panel. Again try and remain as calm as possible, make sure you look at each person and address them equally. Don't rush to answer

SPECULATIVE APPLICATION TIP

Letters work better than emails, as email may disappear in a generic inbox.

QUICK TIP

Be aware of the impact of social networks you use, make sure things are appropriate or lock down the privacy settings on social media

questions and if you need to, clarify you understand before answering. Again come prepared with a list of questions to ask, this shows you have done your research and are interested in the role/company.

- **Competency:** this will involve some sort of test. Dependant on the role you may have to present a presentation or do a practical test. Always make sure you are fully prepared, practice as much as you can and take your time. If you are presenting, and using powerpoint or similar, try to limit the information on each slide, take notes, but try and keep eye contact as much as possible.
- **Trade Test:** if you're applying for a skilled position they may set a written and practical test. When you're informed of the interview ensure you won't require any tools or equipment, if you prefer to use your own ask if you can bring your own.

Do your homework before any interview; read the job description, check out the company website (if they have one) and prepare questions beforehand (write them down on a piece of paper, so you can jog your memory). Think about how your experience matches the job and prepare some examples that you can use to demonstrate your experience. Depending on the level of the role you are going for, you may also want to check out the interviewer and hiring manager on LinkedIn, however don't make any attempt to connect or contact interviewers beforehand.

Find the location, check travel situations and whether you need to pay for parking. In the event that you are delayed, ring ahead to let them know you're still coming.

A first impression is made in seconds, so make sure that you turn up on time, dress professionally (check your interview outfit before the day to check it fits and is in good repair) and pay attention to personal hygiene (if you suffer from sweaty hands, cool them down with a cold bottle of water before you shake the interviewer's hands).

It may also be useful to carry an extra copy of your CV with you, which you can give to the interviewer if they haven't got one.

During the interview be calm and listen to the questions, if need be ask them to repeat it. Avoid saying um and don't fiddle with pens, spare change, etc. Keep your body language inviting (don't cross your arms and don't slouch), keep eye contact and show that you're paying attention by nodding your head. Having done your homework you should know your CV by heart.

In conclusion to any interview, ensure you know the next steps, ask if they have any concerns or if you need to clarify anything that you can address at the end of the interview. Show that you're interested by following up once the next step stage has passed.

Presentation skills

Some application processes may require you to do a presentation. Generally you will be given a topic and a time-frame in which to present.

PowerPoint tips

- Don't use more than 10 slides
- Slides should support the story (they are not the story themselves)
- Build the story around each slide
- Stick to the message

When you are asked to do a presentation, don't be afraid to ask questions beforehand about the presentation and topic.

When preparing your presentation make sure that you keep it simple. Practice your presentation with someone else if possible and make sure that you keep to the time.

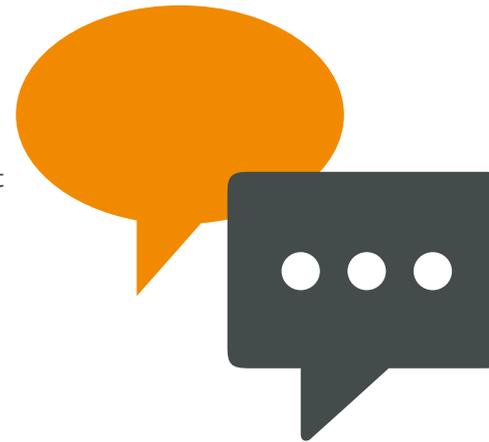
When you are doing the presentation make eye contact and smile. Show your passion about the subject and make sure that you connect with your audience. Try and relax and really bring your enthusiasm across.

Your dream job

Maybe you have a dream job that you'd like to get, but you just can't seem to get there. So what can you do to change that?

Chat to people who are hiring managers or already do this job. What are the skills you need and if you don't have these skills, how can you obtain them? If it would mean further education, how can you fund this or fit in the time to do it? There may also be mentoring schemes available to get into certain jobs. Do your research, don't be afraid to approach people for help and don't give up the day-job yet.

Employers don't just look for people with the right skills, but also for people who will fit into the company culture and team. Don't get disheartened when you don't hear back, you may have to send hundreds of applications before you get a job. If you're not successful don't take it personally, but ask for feedback and use that to improve the next one.



Further sources of help

There is lots of information available, have a look at these websites for more information to help you.

– Job Boards

www.ukautomotive.jobs

www.monster.co.uk

www.reed.co.uk

www.totaljobs.com

www.fish4.co.uk

– CV templates

www.cv-library.co.uk

– Social Media

www.linkedin.com

www.ben.org.uk

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**Free, confidential helpline:
08081 311 333**

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